



Innovation Charter High School
410 East 100th Street
New York, New York 10029
212.722.5871
www.innovationhighschool.org
BOARD OF TRUSTEES MEETING AGENDA

MAY 21, 2024
6:00 PM

The meeting was called to order at 6:03 pm by the Board Chair, Ms. Latoya Massey.

1. **Roll call/sign in** – Trustees present were: Latoya Massey, Elsie Encarnacion, Monique Francis, Ramon Perdomo, Tavannie Perez, and Jared McShall (joined late). **Absent members:** Callie Hull, Sona Karia. Quorum was met. Innovation SMT present: Stephen Falla Riff and Terence Joseph. Additional Innovation staff present: Danielle Martin, Emily Bierwirth, Jesse Matthews. The meeting was accessible in person at all of the locations listed on the notice of meeting, in accordance with Innovation’s [Procedures Governing Public and Member Participation at Board Meetings](#) and was also accessible via a Zoom video conference link.

2. **Filing of Notice of Meeting** - A notice of the meeting was sent to the NY Times and posted publicly at Innovation and on the school website.

3. **Consent Agenda** (Secretary) - Approval of board minutes motioned by Ms. Massey and seconded by Ms. Tavannie Perez.

4. **North Star Data Team** (Dean of Student Affairs) -

a. **Enrollment Update** – Currently we have 400 enrolled students. The school has stopped accepting transfers-in for the rest of the year. 48 incoming 9th grade registrations have been completed to date. 40 incoming 9th grade applications are in progress, which is a lower amount than last year at this same time. The number of registrations in progress and numbers that we are expecting are lower than this same time last year. There are 117 applications for the 10th through 12th grades. These applicants’ transcripts are currently still under review to see if they will be an appropriate fit for transferring into Innovation. Recruitment efforts continue through school fairs, Schola, and canvassing. Ms. Bierwirth stated that there is usually a dip in applications during this time, but the team is hoping that more applications come in over the summer. Ms. Perez suggested asking community vendors to post flyers in their establishment as another way to advertise the school and promote enrollment. Further discussion continued around the examination of and vetting

process for incoming and transfer-in students.

b. **Graduation: Progress & Pathways** – Presented by Jesse Matthews. There is a small group of seniors who must take Regents this year compared to zero last year. 100 students in graduating cohort (class of 2024). The graduation rate is currently projected to be between 71 and 77%.

c. **At-Risk, Attendance, and LTA Updates** – There was low attendance for students leading into and during Enrichment Week and after our return from Spring Break. Ms. Bierwirth expressed concern over 21 students in cohorts 2024-2027 with 50% or less attendance. She stated that there are plans for discussions with those families if Innovation is the right place for them or if they will be recommended to apply to a transfer school. The number of 3rd year students failing three or more CORE classes has further dipped in semester 2, but Ms. Bierwirth advised that the semester is not over, indicating that the number can change. Ms. Francis expressed a desire for more partnerships next year to support parent engagement and involvement to support student achievement, avoid certain student trends, and decrease the number of students requiring summer school. Some of the notices for summer school have started going out. 9th through 11th graders will attend summer school off-site at the same location as last year. There will be 3 supervisors at the summer school location. Students on track to graduate in August and who do not owe Regents will be offered APEX offsite. Students with semester 1 grades between 59 and 64, who pass semester 2 and Regents may be eligible for APEX to recover credit.

d. **SPED and ELL Updates** – Currently, there are 126 SPED students and 34 ELL students. Ms. Bierwirth reviewed additional points of data that can be accessed and further reviewed through the North Star tracker document.

e. **Restorative Update/SEL** – Ms. Danielle Martin presented April data for discipline issues, including conferences and mediations. Ms. Martin suggested planning for various trainings and workshops for staff, parents, and families. Ms. Bierwirth noted that May is Mental Health Awareness Month and the lessons and discussions happening during student advisory. Principal, Terence Joseph, also spoke about data and trends surrounding student anxieties and apprehensions related to classroom setting and test-taking.

f. **Staffing Update** – The following positions are available: Principal, Computer Science, Foreign Language teacher (possibly Mandarin), Literacy Intervention Specialist. Apart from these four positions, we are fully staffed. One staff member will be on intermittent FPL.

g. **Board Calendar** -

5. **FY '25 Budget Proposal** (Executive Director & Assoc. Director of Finance) – was discussed in Executive Session.

6. **Committee Reports** (Committee Chairs) -

AEC – examined some of the challenges experienced and is focusing on how to support the school better next year. The committee is checking and reviewing other school models to see what we can use, adopt, implement, or change for Innovation based on these observations and possible collaborations. The committee continues to identify what has been and continues to be successful for the school with plans to highlight those method

and practices next year as well.

PRC – This upcoming Tuesday (5/28), from 6-7 pm, will be the third and final office hours to address any questions or concerns about the Executive Director Evaluation Tool 2023-2024, which is due June 7. Some staff have already submitted their completed tool; reminders will be sent the week of June 3. The evaluation will be presented to the Executive Director on June 30.

FINANCE – Stephen Falla Riff presented in Callie’s absence. The committee has been reviewing, assessing, and discussing the FY’25 budget, which will be presented for approval at next month’s Board of Trustees meeting. There will not be as large a deficit as previously anticipated. All program department budgets have been increased even in instances where the full amount requested was not approved. No expenditures for FY’25, which begins July 1, can be made without the Board’s approval at the June 21 meeting. The Board can further review the budget details and proposal through the slide deck presentation prepared and provided by Stephen Falla Riff and Atiba Fraser. The committee has also been discussing fundraising efforts and initiatives by school leadership, school support staff, and the Board of Trustees. Mr. Falla Riff invited Trustees to attend the weekly scheduled meetings, Fridays at 10 am, with Fundraising Consultant, Lila Jane Mabe, for additional conversation and information on grants and fundraising.

7. Other Business – There was no other business presented or discussed.

8. Public speaking – Ms. Monique Francis announced that PTO Elections for the 2024-2025 school year will be held Thursday, May 30. Ms. Francis shared hopes for teacher attendance at the upcoming Elections, emphasizing that the organization is constituted by both parents and teachers. Ms. Francis stated her goal to encourage the incoming PTO Executive Board to continue building relationships with all partners of our school community to leverage and elevate the work that the current Board has started.

9. Executive Director's Evaluation (Executive Session, Chair & Trustees) – Motion to enter Executive Session by Ms. Tavannie Perez at 8:13 pm, seconded by Mr. Jared McShall.

EXECUTIVE SESSION (REDACTED)

No formal votes were taken during this session. Motion to exit Executive Session by Ms. Tavannie Perez at 8:17 pm; seconded by Ms. Latoya Massey.

10. FY '25 Budget (Executive Session, Chair & Trustees) - Motion to enter Executive Session by Ms. Perez at 7:53 pm, seconded by Ms. Massey.

EXECUTIVE SESSION (REDACTED)

No formal votes were taken during this session. Motion to exit Executive Session by Ms. Perez at 8:11 pm, seconded by Ms. Francis.

11. **End-of-Year Board Activities** (Executive Session, Chair & Trustees) – Motion to enter Executive Session by Ms. Perez at 8:18 pm, seconded by Mr. McShall.

EXECUTIVE SESSION (REDACTED)

No formal votes were taken during this session. Motion to exit Executive Session by Ms. Perez at 8:30 pm, seconded by Mr. McShall.

12. **Adjournment** – Meeting was adjourned by Ms. Perez at 8:30 pm.